

UTAH SCHOOL CHEMICAL CLEANOUT

CHECK LIST FOR PURCHASING OF CHEMICALS



To be completed by _____

ADMINISTRATION: PURCHASING	Yes	No
1. Chemicals purchased in a manner consistent with the District's purchasing policy.		
2. One person or department designated with the responsibility of purchasing chemicals. (Basic knowledge of chemistry required).		
3. Purchasing procedure for personnel in place (i.e. purchase request forms etc.)		
4. Chemicals purchased in quantities needed for current school year only. (Rate of use and shelf-life considered in order to minimize purchase quantity).		
5. Chemicals not purchased if hazardous properties exceed educational value.		
6. Proper storage and ventilation requirements of chemical confirmed/met before purchase.		
7. Appropriate means of disposal for chemical determined before purchase (i.e. Is disposal as a hazardous waste required?).		
8. Adequate funds for appropriate and legal disposal of the chemical, or its end product, confirmed before purchase.		
9. Required safety precautions associated with chemical known before purchase.		
10. Proper protective/safety equipment necessary for chemical on hand before purchase.		
11. Environmental impact of chemical considered before purchase, (including manufacturing, use, disposal etc.). Alternatives considered if warranted.		

Certification: I hereby certify that I have completed all of the above activities in fulfillment of my responsibilities as the Chemical Management Representative for my department.

Date

School

Signature

Name (print)

Site Administrator

Date Completed